

**Alternative Education On-site Monitoring Visit Rubric****Reviewer: Sue Foxx****Date: 11/26/07****Alternative Education Program: Allen County Juvenile Center****Contact Person: Dr. Green and Mr. Pruitt****School Corporation: Fort Wayne Community Schools (0235-5)****Phone: 260-467-2100**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Interagency agreement Bi-annual meetings with area superintendents and judge as Advisory Group	X		FWCS provides the teachers for the program. Judge Sims was very supportive and has been working to insure students are able to continue their education despite the circumstances.
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	Curriculum meets standards/FWCS Curr. Grant TABE assessment Bridges Program ISP	X		Curriculum follows FWCS but uses different approaches/materials as needed. Secure facility so no internet access or outside programming. Students have access to career assessments. ISP is difficult to administer since some students are only in the facility for such a short time. Recommended that the program not include students until they have had their court hearing to determine placement.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee programming Staff meeting agenda	Teacher licenses online Part of FWCS Professional Dev. Plan	X		Facility provides counseling and works through court to provide needed services. Small learning environment with low teacher-student ratio and youth workers as aides. Teachers get staff development through FWCS. Current focus is on literacy. Secure facility but attractive design with new furnishings. Indoor and outdoor areas for activity.

**On-site Observation Components**

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	11/26/07	X		Teacher directed program that can be modified to match student needs. TABE used to assess student skill levels and to identify gaps. GED prep available
Students appear engaged.	11/26/07	X		Observed students in teacher directed classrooms. Students in each class may be working at different levels. Did not interact with students since they were in a secure setting.
Location supports a positive learning environment.	11/26/07	X		Program operates out of upstairs classrooms at the Allen Co. Juvenile Center which is a secure facility. Facility is clean and bright. Additional materials are available in classrooms.
Teachers appear knowledgeable and caring.	11/26/07	X		Teachers were able to keep students engaged and on task but only observed through a window since it is a secure facility.

## Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Referral form and process documented. Students are referred into the program based on academic challenges, need for nontraditional setting or as dropout recovery. The student and their parent discuss the placement with the principal. Entrance/Exit criteria is well defined. Follow FWCS Behavior Code guidelines Student-Parent Guide from FWCS.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Licensed teachers in core content areas are employed by the corporation.
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Safety plans and drills on record. Residential facility
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		Budget exceeds required match and allocated primarily to staff and materials since court supplies the location.
2 Hour Session/ School Day	-School schedule	X		Full day schedule and operate year round.

